

GUIDELINES:
STUDENT EDUCATION AND CAREER PLANNING AND EVALUATION
TOOLS
(09/00)

DOCUMENT TITLE: Student Education and Career Record Evaluation (SECRE Form)

HOW: The Guidance Counselor and/or School Representative:

- Complete the top portion;
- Review all evaluation data, summarize data on the record, sign and date the record; and
- Update as appropriate.

The Workplace and School Representative;

- Review all evaluation data, check off, sign and date in the column parallel to the skills attained by the student.

WHO: Guidance counselors and/or school staff as well as employer representatives.

FOR WHOM: All students participating in the School-to-Career System (Grades 9-12).

WHEN: Quarterly, at minimum. May be completed at the conclusion of specific structured projects.

WHERE: School and Workplace.

WHY: To record progress in mastery of academics, technical and employability skills, in school and in the workplace.

Student Education and Career Record and Evaluation Form
For Certificate of Initial Mastery – Retail, Tourism, Recreation and Entrepreneurial

Student _____

Educational Institution _____

Counselor/
Advisor _____

Grade (Secondary)

Semester (Postsecondary)

☐ 9 ☐ 11

☐ 1 ☐ 3

☐ 10 ☐ 12

☐ 2 ☐ 4

Employer I _____
Name

Educator _____
Name

Address

Educator _____
Name

Employer 2 _____
Name

Educator _____
Name

Address

Name

Employer 3 _____
Name

Address

Skills	School-Based Learning	Work-Based Learning
II. ACADEMIC SKILLS		
LANGUAGE ARTS		
• Reading		
1. Locate and use reference materials		
2. Sequence information		
3. Compare and contrast information		
4. Interpret technical documents, manuals and tables		
5. Identify main and subordinate ideas		
6. Cross-reference information		
7. Follow directions to achieve an objective		
8. Identify cause and effect relationships		
9. Draw conclusions from facts		
10. Predict consequences		
11. Interpret abbreviations, symbols and graphs		

Skills	School-Based Learning	Work-Based Learning
• Writing		
1. Organize and relate ideas		
2. Develop preliminary outline		
3. Use standard grammar and punctuation		
4. Create clear memos and letters		
5. Proofread and edit		
6. Complete forms and applications		
7. Take notes		
8. Create and interpret graphs and charts		
• Communication Skills		
1. Exchange ideas		
2. Ask and answer questions		
3. Organize and express directions in logical sequence		
4. Convey thoughts upward, downward and laterally		
5. Comprehend ideas and instructions		
6. Follow directions to achieve an objective		
7. Use appropriate body language		
8. Distinguish between relevant and irrelevant		
9. Identify cause and effect information		
10. Infer meaning		
11. Draw conclusions		
12. Predict consequences		
13. Apply data analysis to job tasks		
14. Demonstrate interviewing skills		
15. Demonstrate telephone skills		
• Mathematics		
1. Add, subtract multiply and divide whole numbers, decimals, fractions and mixed numbers		
2. Convert decimals, fractions, ratios & percentages		

Skills	School-Based Learning	Work-Based Learning
3. Conduct linear, area, volume capacity and weight measurements		
4. Calculate ratios and proportions		
5. Estimate to nearest whole numbers		
6. Apply statistical principles		
7. Apply algebraic principles		
8. Apply geometric principles		
9. Identify trends from data		
10. Create and interpret tables and graphs		
11. Use a calculator		
• Sciences		
1. Demonstrate basic understanding of biology		
2. Demonstrate basic understanding of chemistry and physics		
• Computer Knowledge:		
1. Operate a personal computer		
2. Have keyboarding skills		
3. Use word-processing software		
4. Use specialized software		
5. Use database software		
6. Use CD-ROMS		
7. Establish document storage		
8. Use computer communication		
9. Use computers to format		

Skills	School-Based Learning	Work-Based Learning
10. Enter simple data		
11. Apply computers to job tasks		
12. Apply computers to job tasks		
II. TECHNICAL SKILLS		
• Listening		
<input type="checkbox"/> Practice active listening		
<input type="checkbox"/> Listen with accuracy		
<input type="checkbox"/> Ask appropriate questions		
<input type="checkbox"/> Relay messages accurately		
<input type="checkbox"/> Follow up on telephone inquiries		
<input type="checkbox"/> Handle customer and co-worker inquiries		
• Speaking		
<input type="checkbox"/> Speak clearly and concisely		
<input type="checkbox"/> Greet customers		
<input type="checkbox"/> Discuss work-related issues effectively with co-workers/clients		
<input type="checkbox"/> Describe a productive/service to customer/client		
• Mathematics		
<input type="checkbox"/> Calculate total price/cost (including price, taxes, fees, etc.)		
<input type="checkbox"/> Simple accounting/inventory management		
• Computer and Office Equipment		
<input type="checkbox"/> Use technology to solve problems and improve productivity		
<input type="checkbox"/> Use a photocopier to make quality copies		
<input type="checkbox"/> Operate a fax machine to send a document		
<input type="checkbox"/> Be proficient with point-of-sale registers and calculators		
<input type="checkbox"/> Enter and receive data through a terminal or PC		
• Safety Skills		
<input type="checkbox"/> Show initiative on the job		
<input type="checkbox"/> Be able to locate and operate emergency exits and fire extinguishers		
<input type="checkbox"/> Demonstrate proper use of ergonomics		
<input type="checkbox"/> Demonstrate knowledge of basic first aid procedures		
<input type="checkbox"/> Demonstrate knowledge of emergency situation procedures (personal threats, loss of power, injury or other situation)		
<input type="checkbox"/> Demonstrate knowledge of accident prevention and reporting procedures		

Skills	School-Based Learning	Work-Based Learning
• Industry Knowledge		
<input type="checkbox"/> Demonstrate an understanding of the employer's business (products/services provided and customers served)		
<input type="checkbox"/> Demonstrate the ability to distinguish between good and bad service		
<input type="checkbox"/> Demonstrate appropriate product knowledge		
• Personal Attributes		
<input type="checkbox"/> Be able to market yourself		
<input type="checkbox"/> Know the parameters of the job		
<input type="checkbox"/> Exhibit punctuality and commitment to the job		
III. EMPLOYABILITY SKILLS		
• Attitudes & Attributes		
1. Takes initiative		
2. Assumes responsibility		
3. Displays a good self-concept		
4. Persists until job is done		
5. Works well without supervision		
6. Takes responsibility for production/quality		
7. Conflicts do not impede performance		
8. Seeks new challenges		
9. Applies ethics to behavior		
10. Responds well to criticism		
11. Maintains a professional image		
12. Works well under stress		
13. Displays positive behaviors		
14. Follows instructions		
15. Adheres to code of conduct		
• Customer Service		
1. Adopt a customer service orientation		
2. Gather information from various sources to identify prospective customers/markets		
3. Communicate with customers in a professional manner		
4. Maintain accurate and complete information about customers		
5. Document and process customer information/orders		
6. Interpret customer information to identify needs		
7. Offer options to problems and negotiate solutions		
8. Show customers how to implement, plan and take action whenever necessary		
9. Monitor implementation plan and take action whenever necessary		
10. Identify new customer needs		
11. Inform customer when needs cannot be met		
12. Make alternate recommendations		
13. Analyze customer feedback to improve internal customer support process		

Skills	School-Based Learning	Work-Based Learning
• Team Work		
1. Works effectively in a team		
2. Follows instructions		
3. Takes initiative		
4. Provides support to others		
5. Fosters innovation		
6. Manages relationships		
• Adaptability		
1. Accepts changes		
2. Performs multiple assignments		
3. Shows flexibility		
4. Adjusts style to the situation		
5. Handles multiple tasks simultaneously		
6. Adapts skills to new tasks		